

## **MINUTES**

**STRATEGIC PLANNING AND REVIEW COMMITTEE  
VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD  
May 16, 2005  
Center for Innovative Technology Complex  
Herndon, Virginia**

MEMBERS PRESENT: James F. McGuirk, II, Chairman  
Chris Caine  
Jimmy Hazel

MEMBERS ABSENT: John C. Lee, IV  
Len Pomata

OTHERS PRESENT: Mike Sandridge, VITA Project Management Division  
(See Attached Attendance Log)

### **Call to Order**

Mr. McGuirk called the Information Technology Project Review Committee meeting to order at 1:00 p.m. Following the arrival of Mr. Caine, Mr. McGuirk acknowledged that a quorum of the members was present.

### **Announcement**

Mr. McGuirk announced that the Committee would receive presentations on the Administration and Finance Secretariats via video conference from VITA Headquarters in Richmond.

### **Secretary of Administration Presentation**

The Honorable Sandra Bowen, Secretary of Administration, briefed Committee members on the Administration Secretariat. Secretary Bowen advised that the nine state agencies under the Secretariat manage the state's real estate portfolio, serve as the state building official, administer employee policies and benefits, oversee procurement, and provide laboratory services to state agencies and others. Administration agencies also supervise elections, provide services to Virginia veterans, channel state funds to constitutional officers and public broadcasting entities, oversee charitable gaming and safeguard human rights, oversee general government operations to ensure efficient and effective management of the people's resources. These agencies have approximately 1,152 employees and a combined annual budget of over \$645 million. The majority of the funds are pass-through funds.

Secretary Bowen commented that the Enterprise Business Architecture report, recently prepared by VITA's Policy, Practice and Architecture Division, was a tremendous piece of work and proving to be of great value.

**MINUTES**  
**Strategic Planning and Review Committee**  
**Virginia Information Technology Investment Board**  
**May 16, 2005**

Secretary Bowen then advised Committee members of two priority IT projects---the State Board of Elections' Virginia Election and Registration Information System (VERIS) project, and the Department of General Services' Laboratory Information Management System. She also reported on other technology related efforts underway in the Secretariat. Discussion followed.

Secretary Bowen presented the following critical issues faced by the Administration Secretariat and its agencies:

- Capitol Square area building renovations/restorations;
- Integration of Commonwealth's business systems (ERP);
- Real estate portfolio management and implementation;
- Efficiencies and cost reductions using electronic procurement and leveraged purchasing;
- Consolidation of mail services at Seat of Government for security and efficiency.

Secretary of Finance Presentation

Mr. Steve Harms, Deputy Secretary of Finance, briefed Committee members on the Finance Secretariat on behalf of Secretary of Finance John Bennett. Mr. Harms advised that the Secretary of Finance provides guidance to four key State agencies that handle all the financial transactions of the Commonwealth---the Departments of Accounts, Taxation, Treasury, and Planning and Budget.

Mr. Harms advised Committee members of two priority IT projects---the Department of Taxation's Public Private Partnership Project, and the Department of Accounts' Lease Accounting System Replacement. Mr. Harms suggested the Committee may want to consider inviting State Tax Commissioner Ken Thorson to discuss the Public Private Partnership Project which is scheduled for completion in July 2006 at an estimated cost of \$235,800,000.

Mr. Harms then discussed the following critical issues faced by the Finance Secretariat:

- Maintain fiscal stability for the Commonwealth over the long-term;
- Maintain Virginia's AAA Bond Rating from all three rating agencies;
- Integrate strategic planning and performance management into the budget process;
- Complete TAX-CGI/AMS Partnership Project; and
- Continue successful implementation of Tax Reform legislation.

Discussion followed on the role of the Council on Virginia's Future in strategic planning and performance budgeting and the emphasis on collaboration efforts that would be identified in the IT Investment Board's 2005 Recommended Technology Investment Projects (RTIP) Report.

The role of the Administration and Finance Secretariats on the integration of the Commonwealth's business systems project (a PPEA initiative) and the leadership needed for it to be successful was also discussed.

**MINUTES**  
**Strategic Planning and Review Committee**  
**Virginia Information Technology Investment Board**  
**May 16, 2005**

Mr. Caine spoke of the need to identify and document success stories about how collaboration has achieved positive results before the arrival of the new Administration in January. Secretary Bowen and Mr. Harms agreed to assist in identifying those collaborative success stories.

Approval of Minutes

Mr. McGuirk called for approval of the minutes of the April 12, 2005 and April 13, 2005 Committee meetings.

***MOTION: A motion was made by Mr. Hazel that the minutes of the April 12, 2005 and April 13, 2005 meetings of the IT Project and Review Committee be approved as written. Seconded by Mr. Caine, the motion carried unanimously.***

Other Business

In response to a question from Mr. McGuirk, Mr. Ziomek, Associate Director of VITA's Project Management Division, acknowledged that no responses had yet been received from questions asked by Committee members at previous Secretarial briefings.

***STAFF ACTION: Mr. McGuirk requested that staff prepare, for presentation at the next Committee meeting, a summary of the various Secretarial briefings and the status of any outstanding items.***

Mr. Stewart advised that he thought there was a committee within the Council on Virginia's Future that focused on strategic planning. He suggested that the Committee may want to look into a joint meeting with that group to discuss the continuation of enterprise activities and strategic planning initiatives beyond the current Administration. Discussion followed.

***STAFF ACTION: Mr. McGuirk directed staff to pursue a joint meeting between the Strategic Planning and Review Committee and the strategic planning committee of the Council on Virginia's Future.***

Public Comment

Mr. Fred Norman, with CVC, LLC, suggested that Committee members, in preparing for the 2005 Recommended Technology Investment Projects Report, may want to take a look at work being done by two advisory committees within the Joint Commission on Technology and Science.

Mr. Hazel congratulated Lem Stewart, Chief Information Officer for the Commonwealth of Virginia, on receiving the Greater Richmond Technology Council's 2005 Leadership Award.

Adjournment

The meeting was adjourned at 2:30 p.m.

**MINUTES**  
**Strategic Planning and Review Committee**  
**Virginia Information Technology Investment Board**  
**May 16, 2005**

*Note: These Minutes were approved by the Strategic Planning and Review on June 20, 2005.*

**ATTENDANCE LOG**

Caroline Rapking	CGI-AMS
Dave Cavan	CGI-AMS
Fred Norman	CVC, LLC
Dave Pendergrass	MITEM Corporation
Tracy Baynard	McGuireWoods Consulting
Chris Whyte	Vectre Corporation
 <u><b>Richmond Location:</b></u>	
The Honorable Sandra Bowen	Secretary of Administration
Stephen Harms	Deputy Secretary of Finance
Lem Stewart	Commonwealth CIO
Dan Ziomek	VITA
Dee Piscella	VITA
Paul Lubic	VITA
Judy Marchand	VITA
Richard Barnes	VITA
Linda Hening	VITA